



DIVISION OF DEVELOPMENTAL DISABILITIES  
Olympia, Washington

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TITLE: ENVIRONMENTAL SAFETY POLICY 14.01

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Authority: Title 42 CFR 483.70, .470  
Chapters 49.17, 51.28 RCW  
Chapters 296-62, 296-126-094, 296-126-096, 296-800 WAC  
DSHS Administrative Policy 9.01  
DSHS Safety Program Manual

**PURPOSE**

This policy establishes procedural guidelines for environmental safety.

**SCOPE**

This policy applies to all Residential Habilitation Centers (RHCs), State Operated Living Alternatives (SOLAs), regional, and local DDD offices.

**POLICY**

DDD shall provide a reasonably safe living and working environment for all persons residing in its facilities, and a safe working environment for division employees. Local offices are encouraged to participate with other co-located DSHS administrations/divisions in safety programs and activities.

**PROCEDURES**

Each facility/local office shall establish procedures, as appropriate, for environmental safety that include:

- A. Safety responsibilities, expectations, and accountability of managers, supervisors, and employees;
- B. Safety Officer responsibility, authority, and duties;
- C. Safety Committee responsibilities and authority;
- D. Pre-employment screening for identified jobs with physical requirements;

- E. Safety orientation training for new employees;
- F. Employee safety education and training, including Basic First Aid, cardiopulmonary resuscitation (CPR), lifting procedures, infection control, bloodborne pathogens, and behavior support techniques;
- G. Hazard identification and reporting;
- H. Accident reporting, investigation, and follow-up;
- I. Vehicle and traffic safety education;
- J. Facility inspection program, including trend analysis and evaluation of environmental health, safety accidents/problems, and corrective action plans;
- K. Comprehensive claims management, including early intervention, safe return to work, and claims closure;
- L. Disaster plans for fire, medical emergencies, power outages, natural disasters, bomb threats, and other significant hazards;
- M. Fire evacuation and disaster drills;
- N. Industrial hygiene compliance, including management of asbestos, PCB, lead, respirator, hearing conservation, chemical hazard communication, dangerous waste management, and confined space management;
- O. General safety and health procedures, including personal protective equipment, lockout/tag out, fall protection, and a preventive maintenance program;
- P. General environmental health procedures, infection control plan, and prevention of bloodborne pathogens exposure; and
- Q. Optional Safety Incentive Awards Program for each facility/local office.

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**SUPERSESSION**

Division Policy 14.01

Issued March 25, 1997

Division Directive 14.01

Issued October, 1993

Division Directive 350.3

Issued December, 1989

Approved: /s/ Linda Rolfe  
Director, Division of Developmental Disabilities

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